

Continued on next page (back)

3 — Sales Tax Outlet Changes

Attach additional sheets in this format if necessary.

Use Section 3 of this form to report CHANGES to EXISTING sales tax outlets. **To add NEW outlets, use form TC-69B.**

▶ Current physical street address for this sales tax outlet		USTC assigned outlet number (printed on TC-62A & TC-62AG)	
City	County	State	ZIP code

☐ **Close sales tax outlet** Effective date: _____

☐ **Change phone number:** _____

☐ **Other:** _____

▶ Current physical street address for this sales tax outlet		USTC assigned outlet number (printed on TC-62A & TC-62AG)	
City	County	State	ZIP code

☐ **Close sales tax outlet** Effective date: _____

☐ **Change phone number:** _____

☐ **Other:** _____

4 — Authorized Signature

Signature of Authorized Applicant or Owner (Application will not be accepted without signature)

Date



Notice of Change for a Tax Account

Use this form to report changes for:

- an existing withholding tax account
- an existing sales tax account
- existing outlets for a sales tax account
- an existing mineral production withholding account

To register a new business, use form TC-69. To report new outlets for an existing sales tax account, use form TC-69B.

Instructions

- Section 1 Fill out this section completely. This information identifies and confirms your tax account(s).
- Section 2 Use Section 2 to report changes to your main tax account(s). Give complete information.

Section 3 Use Section 3 to report changes to single sales outlets/locations, such as closure or a new phone number.

Section 4 Sign and date. We will not process this form without an authorized signature.

Return this form to :

Master File Maintenance
Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134-3310
or fax to 801-297-3573